

APHIS DIRECTIVE 4295-1
12/27/93

IDENTIFICATION CARDS

1. PURPOSE

This Directive states the policy and prescribes responsibilities for issuance and control of identification cards to APHIS employees and retirees.

2. REPLACEMENT HIGHLIGHTS

This Directive replaces APHIS Directive 4295.1, Identification Cards, dated 9/4/92.

3. POLICY

APHIS uses Departmental Regulation 4620-1, USDA Headquarter Complex Security Program Identification Cards, dated February 26, 1985, as its policy for use of identification cards in the Washington, DC metropolitan area.

4. IDENTIFICATION (ID) CARDS

- a. Program ID Cards. APHIS programs issue the following ID cards to employees authorized to enforce specific Federal regulations under the jurisdiction of the U.S. Department of Agriculture:

<u>Form Number</u>	<u>Purpose</u>	<u>Authorized Issuing Official</u>
VS 1-4	Enforce laws covering animal quarantine and control and eradication of animal disease as specified on card.	Regional Director, Area Veterinarian-in-Charge
PPQ 516	Enforce laws covering plant pest and quarantine as specified on card.	Deputy Administrator and Regional Directors
PPQ 517	PPQ Non-photographic ID Card (Field) cooperative employees	Regional Directors
PPQ 520	Enforce laws covering plant pest and quarantine as specified on card. (Spanish version)	Deputy Administrator and Regional Directors
APHIS 7000	Enforce laws and regulations applicable to APHIS.	Deputy Administrator
APHIS 7000A	Enforce laws and regulations applicable to APHIS.	Deputy Administrator

- b. General ID Cards. APHIS issues the following ID cards to employees for general identification purposes, such as gaining

admittance to Government-owned premises:

<u>Form Number</u>	<u>Purpose</u>	<u>Authorized Issuing Official</u>
AD-53	USDA Photographic ID Card (Field)	Regional Directors, State Directors, Area Directors, Area Supervisors, Regional Administrative Officers, Area Veterinarian-in-Charge, Official-in-Charge of Laboratories or Field Offices
AD-54	USDA ID Card Non-photographic (Field)	Regional Directors, State Directors, Area Directors, Area Supervisors, Regional Administrative Officers, Area Veterinarian-in-Charge, Official-in-Charge of Laboratories or Field Offices
AD-1030	USDA Photographic ID Card	Headquarters Human Resources Operations
ADC 1	ADC Non-photographic ID Card (Field) cooperative employees	State Director

c. Responsibilities.

- (1) Employees will return ID cards to their supervisor when they are separated from the Agency or are placed in a non-pay status (leave without pay or furlough) for more than one year.
- (2) Supervisors will ensure that ID cards are returned by separating employees and forward all returned ID cards to the issuing official.
- (3) The issuing official will:
 - (a) Arrange for issuance of ID cards.
 - (b) Secure supplies of unissued cards.
 - (c) Maintain records to identify employees having ID cards.
 - (d) Destroy returned ID cards.

Acting Deputy Administrator

for Management and Budget

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